



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

WWW.NCPUBLICSCHOOLS.ORG

October 26, 2009

MEMORANDUM

TO: Transportation Directors

FROM: Derek Graham, Section Chief
Transportation Services

SUBJECT: Training Conference for New Directors and New Cost Clerks

On December 1-2, 2009, we will hold the annual training for the new transportation directors and new cost clerks that have come aboard since last December's training. It will be held in Raleigh at the Department of Public Instruction in Room 150 North. Directions and parking information can be found at <http://www.ncpublicschools.org/directions.html>.

Please find attached a copy of the tentative agenda for this event.

A registration fee of \$25 is required to cover 2 lunches, breaks, handouts and supplies for this training. If you have any questions you may contact Jean Strickland at 919/807-3570 or at jstrickl@dpi.state.nc.us. Please make your check out to North Carolina Department of Public Instruction and mail it along with the completed form below by **November 27, 2009 to:**

Jean Strickland
NCDPI- Transportation Services
6319 Mail Service Center
Raleigh, NC 27699-6319

BUDGET CODE: 0801-435600 -130048977720

NAME: _____ LEA: _____

TITLE: _____ DAYS ATTENDING ____ Tues ____ Wed

CHECK ONE: _____ \$25 Registration Fee Enclosed

_____ Purchase Order # if LEA is paying

_____ Will attend but will bring check to training

NOTE: Special dietary requests

SCHOOL SUPPORT DIVISION

Benjamin J. Matthews, Ph.D., Director | bmatthew@dpi.state.nc.us
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